

HOUSE LEGISLATIVE PAGE INFORMATION

Please note: Page application form begins on page 3.

The Legislative Page Program in the Idaho House of Representatives is for high school seniors between the ages of 17 and 19 only. Students apply in the summer and fall for placement in the upcoming winter session. The applications are reviewed in early December and accepted applicants will be notified by mail.

LEGISLATIVE SESSION

The regular legislative session convenes on the Monday closest to the 9th of January and continues until *sine die* adjournment, sometime in mid to late March. The regular session is divided into two sections; first half is January to the middle of February; and the second half from the middle of February through *sine die* most likely the end of March, with each group serving five to six weeks.

Legislative Pages must have special written permission from their school administrator to be excused from classes. A letter of approval must be sent to the House with the Page's completed application, along with the name of the school principal.

COMPLETION OF TERM

Each Page is expected to complete the length of time stated in his or her "letter of Acceptance" because of the work schedule organized at the beginning of the session. Only illness or family emergency would constitute an early release from this commitment. The House works on both President's Day and Human Rights Day. We most likely will be in session during the traditional spring break from school. Please do not plan trips or vacations on these days.

Please take care of routine medical and dental needs before you start your commitment to the House. Regular work hours are 8 a.m. to 5 p.m. Those who work for committees that have early morning meetings may be required to come in at 7:30 a.m. Please don't plan on participating in team sports, plays, musical groups, etc., that will require practices after 5 p.m. particularly during the second half of the session. As the end of the session draws near, we often work after regular hours.

HOUSING

Arrangements and expenses for housing and transportation are the responsibility of the student and his or her parents. Options for housing might include friends, family, members of your religious affiliation, or home school groups.

SALARY

Pages currently receive \$8.00 per hour and are paid every two weeks (every other Friday). Under the present biweekly payroll system, the first salary check is not received until three to four weeks after the session has started and the last salary check is received two weeks after employment ends. The usual deductions of federal and state tax and FICA will be withheld from your salary.

HOMEWORK GUIDANCE

Arrangements for excused absences, class assignments, and any scholastic assistance such as tutoring are the sole responsibility of the students. School work is to be done and sent back to your schools. The Sergeant at Arms will proctor exams that are sent from schools.

RESPONSIBILITIES

Pages perform a variety of duties under the supervision of the Sergeant at Arms. Duties include aiding Committee Secretaries in setting up and taking down meetings, delivering messages, running errands, making copies, and assisting the Legislators and staff.

DRESS CODE

The House of Representatives has a strictly enforced dress code for both the members and staff. The same adherence to the code is expected of House Pages. Violation of the dress code will result in the Page being sent home for the day, thus missing pay for that day. Attire should be in a manner fitting decorum of the Idaho House of Representatives.

Pages are required to wear a navy blue sweater vest that is provided by the House. This vest must be worn at all times while the Page is on duty.

Girls are expected to wear a white blouse, white turtleneck, or white sweater, with black or gray skirts or black or gray long pants. Shorts, jeans, "low rider" slacks or skirts, tight fitting skirts, and low cut necklines are not permitted. A skirt must be no more than two inches above the knee when seated.

Boys are expected to wear a white shirt and necktie, with black or gray slacks; jeans are not allowed. A short-sleeved white shirt can be worn, but if a long-sleeved shirt is worn, the sleeves must be rolled down and buttoned at the cuff. The top button of the shirt must be buttoned with the tie pulled up tight.

Because of the nature of the work, good walking shoes appropriate for business attire should be worn. High heeled shoes may not be over two inches and flip flop sandals are not allowed. No visible tattoos or body or facial piercing jewelry will be allowed, including tongue piercing studs. Pierced earrings for girls are allowed as long as they are few in number and conservative in nature.

USE OF TOBACCO, ALCOHOL, AND DRUGS

In compliance with Idaho State law, the House of Representatives has a ZERO tolerance policy regarding the use of tobacco, alcohol, and drugs for House Pages. Therefore, while serving in the Idaho State Legislature, a violation of this policy will result in immediate dismissal.

If you wish additional information, or if you have any questions, please feel free to call the Speaker of the House's office in Boise at (208) 332-1111, or the Sergeant at Arm's office at (208) 332-1150.

IDAHO HOUSE OF REPRESENTATIVES
PAGE ENDORSEMENT APPLICATION

NAME: _____ DATE of BIRTH: _____

HOME TELEPHONE: _____ CELL: _____

LEGISLATIVE DISTRICT NO. _____ COUNTY: _____

PARENTS' NAMES: Father: _____ Mother: _____

ADDRESS: _____
STREET CITY ZIP

HIGH SCHOOL: _____ ADDRESS: _____

PRINCIPAL: _____ PHONE: _____

GRADUATION DATE _____

You must be currently enrolled as a SENIOR with a maximum age of 19 and minimum age of 17.

Are you related to any person currently serving in the Legislature? _____ If so, whom? _____

Did you work on any campaign in the last election?

Work Experience: Give name of employer beginning with the most recent. If you have ever been employed by the State of Idaho or an Idaho city or county, you must list that employment. Attach a sheet if you need more space.

From	To	Name of Employer and Address	Position Held	Reason for Leaving

If selected, which six weeks session would you prefer? 1st _____ 2nd _____ Either _____
(The session convenes Monday, January 9th, 2017)

Signature of Applicant: _____ Date: _____

**Sponsored by: _____ Date: _____

Return application as early as possible, but no later than NOV. 18th, 2016 to:

Idaho House of Representatives

Attn: Claudia Howell, Sergeant at Arms

Phone: (208) 332-1111

P.O. Box 83720

Fax: (208) 334-2491

Room E 303

Boise, ID 83720-0038

NOTE: Please attach a letter of permission from your High School Principal. This letter will verify that you are excused from class attendance while serving as a Page. You should also attach a letter stating why you are interested in serving as a page and listing your qualifications for this position.

****You need to contact one of your State Representatives to be your sponsor.**